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**FY 2009 SPECIAL PROJECT GRANTS**

**REQUEST FOR APPLICATIONS FOR**

**CONCEPT PAPER DEVELOPMENT GRANTS**

**(APPLICATION B)**

**Applications Must Be Received by 5:00 PM Monday, April 13,**  
**2009**

**Submit Applications to:**

**Veronica G. Ferrell, Grants Officer**  
**Food and Nutrition Service, USDA**  
**Grants Management Division**  
**WIC Special Project Grants**  
**3101 Park Center Drive, Room 738**  
**Alexandria, VA 22302**

**Intent to Submit Forms Should be Received by 5:00 PM Thursday, March 5, 2009**

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**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM  
FOR WOMEN, INFANTS, AND CHILDREN (WIC)**

**FY 2009 SPECIAL PROJECT GRANTS  
REQUEST FOR APPLICATION (RFA)  
CONCEPT PAPER DEVELOPMENT**

**INTRODUCTION**

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The USDA Food and Nutrition Service (FNS) expects to have approximately \$500,000 in fiscal year (FY) 2009 funds available for Special Project Grants to WIC State agencies. Grant funds will be available only to the 90 WIC State agencies responsible for administering WIC in the States, Territories, and Indian Tribal Organizations (ITOs).

There are two types of WIC Special Project Grants: Full Grants and Concept Paper Development Grants. This RFA (Application B) is for Concept Paper Development Grants only. A separate RFA (Application A) is available for States planning to submit a proposal for a Full Grant.

Up to \$100,000 in FY 2009 funds will be used to develop concept papers into Full Grant proposals for submission for the FY 2010 WIC Special Project Grants application cycle, pending availability of funds. Up to five (5) grants of \$20,000 each will be awarded to State agencies by September 30, 2009. The actual number of concept paper awards will depend on the quality of the application(s), the availability of funds, and how much of the FY 2009 funds will be used to fund the FY 2009 WIC Special Project Full Grants.

**FNS reserves the right to cancel this RFA in whole or in part if funds are not available.**

Concept paper development grants for FY 2009 are to focus on services to Native Americans who are participants in WIC through Indian Tribal Organizations (ITOs) or geographic WIC State Agencies. Concept papers will be accepted for consideration on all WIC related program areas as they relate to Native Americans currently participating in WIC or potentially eligible to apply for and receive WIC benefits (See Focus Area for Concept Papers on pages 10-11 and grants and concept papers awarded from 1995 to 2008 at <http://www.fns.usda.gov/wic/benefitsandservices/specialprojects.htm> for additional information).

Concept Paper Grants should be able to:

- Demonstrate national or regional significance,
- Produce results which have a demonstrable impact and sustainable in the absence of special funding,
- Transfer to other WIC programs in the region or country,
- Be evaluated with measurable results and replicated by other WIC programs, and

- Suggest innovative or creative approaches to improving the delivery of WIC services.

State agencies may not submit more than one proposal for a Concept Paper Development Grant, although they may submit applications for both a Concept Paper Development Grant and a Full Grant in the same year for different projects.

The following steps outline the process of applying for FY 2009 Concept Paper Development Grants:

- State agencies are requested to submit an “Intent to Submit an Application” form to FNS by March 5, 2009, indicating the focus area they have selected.
- State agencies must submit their applications for FY 2009 Concept Paper Development Grants by April 13, 2009.
- The most promising concepts will be selected for funding by September 30, 2009.

Each State agency selected for funding should include someone with experience in designing, developing, implementing and evaluating social or public health research projects. The person could be a social scientist or someone with a public health nutrition or public health research background from a university, institute, consulting firm or government agency. This person should work with the WIC State agency and any participating local agencies to develop the concept paper into a full grant proposal. **FNS prefers, to the extent possible, that this person will also be responsible for the evaluation of the Special Project if it is selected for FY 2009 funding. This will help ensure continuity between the development of the grant proposal and subsequent evaluation of the project.** State agencies are responsible for entering into and administering any necessary subcontracts and for ensuring that grant proposals are completed in time to submit for FY 2010 Special Project Grant funds (expected to be around April, 2010).

- A State agency that receives a concept paper development grant **must** submit a fully developed grant proposal for consideration of FY 2010 Special Project Grants funds by the deadline for such proposals (around April, 2010), and grant funds for FY 2009 Concept Paper Development Grants must be expended by September 30, 2010.
- State agencies that do not submit concept papers or whose concept papers are not selected for funding will still be allowed to submit proposals for FY 2010 Special Project Grants funds.
- FNS will use a competitive award process to select grant proposals for funding with FY 2010 Special Project Grants money. However, grant funding in FY 2010 is not guaranteed.

## WHO MAY APPLY

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As specified in legislation, these grants are available only to the 90 WIC State agencies responsible for administering WIC in States, Territories, and Indian Tribal Organizations (ITOs). Concept Paper Development Grants may be awarded to individual State agencies or to a consortium of State agencies. FNS encourages smaller State agencies or ITOs to consider collaborating with other State agencies on concept papers. Each State agency may submit only one concept paper. If a State agency submits a concept paper as part of a consortium of agencies, it may not also submit one individually. State agencies that apply for FY 2009 WIC Special Project Grants (Application A) **are also allowed** to submit applications for FY 2009 Concept Paper Development funding. State agencies are allowed to receive funding for both Concept Papers and WIC Special Project Grants.

## LETTER OF INTENT

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Any State planning to submit an application for a WIC Concept Paper Development Grant should **complete and submit the “Intent to Submit an Application” form (Attachment 1) by March 5, 2009**. This Intent does not obligate the State in any way, but will provide useful information to FNS in preparing for application review. State agencies that do not submit a letter of intent by the designated date **are still allowed** to submit a grant application by the due date specified in this RFA.

## CONCEPT PAPER APPLICATION FORMAT

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State agencies should submit a narrative concept paper that provides the following information:

- Name, address, and phone number of the appropriate State agency contact person;
- A description of the problem that the proposed project addresses and how the expected results of the project can be used to improve program services at either the regional or national level;
- Potential contribution of the project to Native Americans currently participating in WIC or potentially eligible to apply for and receive WIC benefits;
- Project goals and objectives;
- Essential features of the project design including a description of how the project will be accomplished and the goals achieved, and
- A description of how the \$20,000 grant will be used to develop the concept paper into a full grant proposal and what oversight will be provided to ensure timely completion of the grant proposal for submission for FY 2010 grant funds.

Concept papers should meet the following formatting guidelines:

- **five page maximum length**, exclusive of any letters of commitment or support and any resumes or curriculum vitas,
- 8 ½” by 11” paper,
- single-spaced text,
- at least 1” margins on top, bottom, and sides,
- 12 point font size,
- numbered pages,
- printing on one side of page only,
- no color paper, and
- no CD-ROMs.

### **Electronic Application Procedure**

Applicants may apply for this opportunity directly through website [www.grants.gov](http://www.grants.gov). If you opt to submit the application via this website, there are a number of steps in the registration process that will be required before the application may be submitted electronically. Please be aware that in order to use the grants.gov system, the user will need to register online and obtain both a Data Universal Number (DUNS) and a Contract Registry Number. Thus, it is very important that users of the grants.gov system familiarize themselves with the requirements for system use. When using the grants.gov portal to apply, we strongly recommend that you **submit the online application at least two weeks prior to the application due date** in case there are problems with the government-wide website and you decide to instead submit your application via a mail delivery service. Any applicant who opts to submit their application/proposal via [www.grants.gov](http://www.grants.gov) must send an e-mail to [veronica.ferrell@fns.usda.gov](mailto:veronica.ferrell@fns.usda.gov), advising that their proposal has been submitted through the [www.grants.gov](http://www.grants.gov) portal and that the applicant has received a confirmation notice from [www.grants.gov](http://www.grants.gov) that their application was accepted by the system. This e-mail submission to the FNS Grants Officer must be received no later than 5:00 PM. Eastern Daylight Saving Time on **Monday, April 13, 2009**.

Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet the **Monday, April 13, 2009, 5:00 PM, Eastern Daylight Saving Time** deadline. As noted above, late applications will not be considered in the competition. Also, emailed and faxed applications will not be accepted. Furthermore, we will not consider additions or revisions to applications once they are received by FNS.

Additionally, there is a requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and

is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through <http://www.grants.gov/> there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (<http://www.grants.gov/>) and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding this Request for Applications for Concept Paper Development Grants, please contact Veronica G. Ferrell of the Grants Management Division at 703-305-2760.

## **TERMS AND CONDITIONS OF AWARD**

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The Agency is conducting the Women, Infant, and Children (WIC) Special Project Grant as authorized under Public Law 108-447.

**The period of performance of the cooperative agreement shall be from the date of the award through September 30, 2010.** All expenditures paid with funds provided by the agreement must be incurred for authorized activities which take place during this period, unless stipulated otherwise.

In carrying out the purposes of the cooperative agreement, the grantee shall be responsible for:

1. Managing the cooperative agreement consistent with legislation, administrative rules, regulations, and procedures of the State, including coordination and approval of all accounting procedures and with applicable Federal administrative requirements contained in OMB Circulars A-21, A-87, A-122, and A-133 and the regulations implementing them. Also, adherence is required to the 7 CFR Parts 175, 3015, 3016, 3017, 3018, 3019, 3021, 3052 and 41 CFR 1-15.2 (FAR Part 31). A full listing of the applicable documents can be found in Attachment 2, Terms and Conditions of Award.
2. Suspension/Debarment. The grantee agrees to ensure that all sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:
  - a) Checking the Excluded Parties List System (EPLS) found at [www.epls.gov](http://www.epls.gov)
  - b) Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer

- available, the grantee or sub-grantee electing this method must devise it own.
- c) Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.
3. Drug-Free Workplace (DFW) Rules. The grantee agrees to (A) make a good faith effort, on a continuing basis, to maintain a DFW (including taking specific actions described at 7CFR Sec. 3021.200 through 3021.230); and (B) identify all workplace locations where work under Federal award will be performed (7CFR sec. 3021.200). Since Federal entities will no longer collect a paper certification, this may include the following:
- a) Notifying all sub-grantees and contractors of the Drug Free Workplace rules,
  - b) Making conforming changes to your internal procedures, directives, training materials, etc.
  - c) Incorporating the new rules into your sub-grantee monitoring practices.
4. The grantee shall submit an original and two copies of the Quarterly progress report to the FNS Program Officer (see address below). The first report should reflect progress up to the end of the first quarter after the effective date of the Grant Agreement. All Quarterly progress reports should include:
- For each major task of the grant, a description of activities performed or completed during the quarter,
  - Identification and description of any major problems or delays encountered, with a discussion of how they will be resolved,
  - A description of work planned for the upcoming quarter, and
  - Any other pertinent information.
- Any problems, delays or adverse conditions that impair the ability to meet the objectives should be reported to FNS immediately. The notification should include information on any action taken or contemplated.
5. Final Progress Report. The grantee shall submit one original signed and two copies of the final progress report to the FNS Program Officer (see address below) by **December 29, 2010**.



The original and two copies of the Final Progress Report shall be submitted to:

Fred S. Lesnett, Ph.D., Program Officer  
 USDA Food and Nutrition Service  
 Office of Research, Nutrition, and Analysis  
 3101 Park Center Drive, 10<sup>th</sup> Floor  
 Alexandria, VA 22302

6. Quarterly Financial Reports. Each quarterly report should reflect expenditures set forth in Section C. of Article III. This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

It is FNS' intention that grantees will electronically enter their quarterly and final financial status reports (SF-269) into the Food Programs Reporting System (FPRS). OMB is drafting a new replacement form for financial reporting, however, and other delays may result in paper reports being continued. Final reporting requirements and instructions will be provided to all awarded grantees.

7. Final Financial Reports. As stated above, grantees are expected to electronically enter the final financial status report (SF-269) into the Food Programs Reporting System (FPRS), unless otherwise notified. **The grantee shall enter its SF-269 data within 90 days of the expiration date of the grant agreement.** This report must be certified by the grantee's chief fiscal officer or an officer of comparable rank.
8. Application for a WIC Special Project Full Grant in FY 2010. The application for a full grant in FY 2010 shall adhere to the solicitation materials and instructions contained in next year's Request for Applications.

## **FOCUS AREA FOR CONCEPT PAPERS**

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Concept paper development grants for FY 2009 are to focus on Native Americans who are participants in WIC through Indian Tribal Organizations (ITOs) or WIC State Agencies. Concept papers will be accepted for consideration on all WIC related program areas as they relate to Native Americans with the following two caveats. First, the concept papers must be able to demonstrate that the proposed concept has the potential to be transferred to or replicable by other WIC State agencies. Second, the proposed concept must fall within an allowable area for expenditure of WIC funds. Otherwise, all WIC program areas are open for consideration as they relate to Native Americans and may include, but are not restricted to one or more of, the following:

- Administration
- Screening/Eligibility Determination
- Referrals
- Nutrition Services

- Nutrition Risk Assessment
- Obesity Prevention
- Food Packages
- Breast Feeding
- VENA
- Vendor Management

Concept papers will only be considered that focus on Native Americans currently participating in WIC or potentially eligible to apply for and receive WIC benefits.

Multiple WIC State agencies and/or ITOs may join together to submit a concept paper, as long as one of the agencies is designated the lead agency.

The most appropriate grant proposals will be those that: (1) include a clear description of the planned project or intervention and how it would address the focus area, if funded next year; (2) include the major goals and objectives of the project; (3) explain how the project would be implemented and discuss its sustainability and transferability; and (4) indicate plans for a rigorous evaluation component.

It is recommended that preparers of applications for Concept Papers Development Grants review the evaluation criteria listed in the RFA for further guidance on what should be included in the application.

## **EVALUATION OF CONCEPT PAPERS**

FNS will convene a panel to review each Concept Paper. The papers will be evaluated against the following criteria:

1. The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project
2. Potential contribution of the project to the selected focus area, as defined in Attachment 1
3. Uniqueness and innovation of project goals, objectives, and design.

## **APPLICATION PROCEDURES**

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The complete application package must be received by FNS no later than **5:00 PM Eastern Daylight Saving Time, Monday, April 13, 2009**. In addition to an original and two copies of the concept paper, the following forms should be enclosed:

STANDARD FORMS (Original and 2 copies)

\_\_\_\_\_ Standard Form 424, Application for Federal Assistance

\_\_\_\_\_ Standard Form 424A, Budget Summary

\_\_\_\_\_ Standard Form 424B, Assurances - Non-Construction Programs

CERTIFICATION (Original and 2 copies)

\_\_\_\_\_ Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements

***One*** of each application document **must** be ready for copying, that is single-sided, unstapled, unbound, on 8 ½" X 11" paper, and single spaced. State agencies must mail or deliver applications to:

Veronica G. Ferrell, Grants Officer  
USDA Food and Nutrition Service  
Grants Management Division  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302

**ALL APPLICATIONS MUST BE RECEIVED BY FNS  
NO LATER THAN 5:00 PM EASTERN DAYLIGHT SAVING TIME ON  
MONDAY, APRIL 13, 2009**

**FAXED AND E-MAILED APPLICATIONS WILL NOT BE ACCEPTED**

## **LIST OF ATTACHMENTS**

1. INTENT TO SUBMIT AN APPLICATION
2. TERMS AND CONDITIONS OF AWARD
3. TIMELINE

ATTACHMENT 1

INTENT TO SUBMIT AN APPLICATION

**PLEASE SUBMIT YOUR INTENT TO SUBMIT FORM TO FNS  
BY 5:00 PM EASTERN DAYLIGHT SAVING TIME ON  
THURSDAY, MARCH 5, 2009.**

If you intend to submit an application for a FY 2009 WIC Special Project Concept Paper Development Grant, we request that you complete and return this form, via fax or e-mail, to:

Fred S. Lesnett, Ph.D., Project Manager  
USDA Food and Nutrition Service  
Office of Research, Nutrition, and Analysis  
3101 Park Center Drive  
Alexandria, VA 22302  
Phone: (703) 605-0811  
Fax: (703) 305-2576; e-mail: fred.lesnett@fns.usda.gov

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Title of Project: \_\_\_\_\_

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Abstract (50-75 words): \_\_\_\_\_

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Applicant (State agency name and address): \_\_\_\_\_

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Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

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## ATTACHMENT 2

**TERMS AND CONDITIONS OF AWARD**

This grant will be awarded and administered in accordance with 7 CFR Parts 175, 3015, 3016, 3017, 3018, 3019, 3021, and 3052, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the Grants Officer upon request.**

- 7 CFR Part 175: “Trafficking Victims Protection Act”
- 7 CFR Part 3015: “Uniform Federal Assistance Regulations”.
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”.
- 7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”.
- 7 CFR Part 3018: “New Restrictions on Lobbying”.
- 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”.
- 7 CFR Part 3021: “Government-wide Requirements for a Drug-free Workplace (Financial Assistance)”.
- 7 CFR Part 3052: “Audits of States, Local Governments and Non-Profit Organizations.”

OMB Circular A-21: Cost Principles for Educational Institutions.

OMB Circular A-87: Cost Principles for State and Local Governments.

OMB Circular A-122: Cost Principles for Nonprofit Organizations.

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations.

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations.

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**ATTACHMENT 3****TIMELINE****2009 WIC SPECIAL PROJECTS  
CONCEPT PAPERS**

<b><u>Activity</u></b>	<b><u>Due Date</u></b>
1. Letter of Intent to Submit Applications	5:00 PM on March 5, 2009
2. Application Submission for Concept Papers	5:00 PM on April 13, 2009
3. Award Date if Selected	September 30, 2009
4. 2009 Awardees Presentation Meeting	May, 2010
5. Period of Performance Ends	September 30, 2010
6. Final Progress Report	December 29, 2010
7. Initial Final Financial Report	December 29, 2010
8. Concept Paper Grant Expires	January 30, 2011